7

MEMORANDUM FOR:

25X1

This is the long-promised grid; comparative study of our efforts plus a comparison with the GSA State, and FAA manuals—I would from a bright look at DIA's that they still use OF Form 10, merge data on meros and letters but do use O V't letter to a degree and have heavy dividers between their chapters. State says USIA and ID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

(DATE)

FORM NQ. 101 REPLACES FORM 10-101 WHICH MAY BE USED.

(47)

,	Approved For Release	2009/04/10 : CIA-RDP74-	00005R000200160006-9	STATINTL
TITLE & AUTHOR & DATE	HB 1/68	STATINTL HB 65rev.	00's 66/67	HB 1967
Forms of Address	25X1 NO	25X1  YES in Chp. 3,  Section C	25X1 YES as Part V	NO
Reports, Minutes, Agendas	NO	N <del>O</del>	NO, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only l exhibit.	YES as Part III but references to COMMO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	N <del>O</del>	NO	NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	To a degree as Chp 2 on memo & Chp 3 on letter, but general proce	đ	Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separa	Yes, again the two are not e merged.		YES but with reference to COMMO	Again, tho separt gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandum	"memoranda" is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/dums is used.
Use of Optional Form 10	No, that form has been drop from the book	Yes. Standard red Form No. 64 for	to COMMO; NO to d Form 1954	se YES. But Form 1954 was <u>not</u> used for MEMO FOR RECORD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section IV
Examples made distinc from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed i text.
	and the second and the second district the second s	tion. Makes a water place in the color and action of the color action of the color action of the color and action of the color act	a wang si Thanistan isa, a Cilindonistan si <del>Shin biqa</del> n ka dada sa ka ka sa	and the state of t
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TITLE & LUTHOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	НО	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	tices.
	*	A CONTRACTOR OF THE STATE OF TH	And the second of the second o	garan ing apat apatangan kalamanan anakan kalaman kalaman na anakan kalaman na anakan na anakan na anakan na a
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams? wire services i unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	YES, have adop
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	NO-have dropped memos in favor of informal letters and communication with few exception	3	YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	two are not	See above; also refer to its Chps 3& on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandum	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>s</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropp from the book	NO-have dropped	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Approved For Relea	se 2009/04/10 : CIA-RDP	74-00005R00020016000	6-9 ES, esp. Chp:

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Régistered Mail and Agency Wail	Yes, after OK from mailroom people as Part IX	NO as it is government wide.	YE <b>S,</b> esp. ace Chps. 4-7 of Part I	YES, esp. Chps. 3 and 4.	
Examples mude distinct from text	Examples are	YES to a large degree; word, EXAMPLE is all caps or exhibits is bordered by bold face lines.	NO, most are in text/same style print; few are separate	YES either they are separate or in bold face.	
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TITLE & AUTHOR & DATE	Approved For Release	2009/04/10 : CIA-RDP74	-00005R000200160006- 00's 66/67	STATINTL 9 HB 1967
Forms of Address	25X1	25X1  YES in Chp. 3, Section C	25X1 YES as Part V	25X1 NO
Reports, Minutes, Agendas	NO	NO	NO, except Part X on approval of R&D projects	NO, except
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMIO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	N <del>0</del>	NO	NO
Letters kept separat from memo	Yes, separate "Parts" on each/not merge	To a degree as Chp 2 on memo & d Chp 3 on letter, but general proce for both are merg		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separate	Yes, again the two are not merged.	No, all merged in Chp 6 on general correspond.	YES but with reference to C6MMO	Again, tho separt. gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	"DCI" used but " "memorand <u>a</u> " is " replaced by " <u>ums</u> "	Yes to both terms throughout the handbook	Yen. "DCI" used; No as "memor/ <u>dums</u> ' is used.
Use of Optional Form 10	No, that form has been dropp from the book	Yes. Standard  ed Form No. 64 for  memo was also use  at this time;NO  to Form 1954	Yes, with referen to COMMO; NO to d Form 1954	e YES. But Form 1954 was <u>not</u> used for MEMO FOR RECOUD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section IV
Examples mide distinct from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed in text.
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TITLE & UTHOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	HO	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style prac tices.
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	<b>N</b> O
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	NES, have adopt
Letters kept separate from memos	Yes, separate "Parts" on each/not merge	memos in lavor of		YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not merged.	See above; also refer to its Chps 3& on mails and telegrams,	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	GSA used "um"	Sta <b>t</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropp from the book	ed it and most memo	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Approved For Relea	ase 2009/04/10 : CIA-RDP	74-00005R00020016000	06-9 ES, esp. Chps

Approved For Release 2009/04/10: CIA-RDP74-00005R000200160006-9\_5, esp. Chps. Yes, after ON 1 Royal Ro Registered government wide. from mailroom Mail and Part I people as Part Agency ail YES either they Examples are NO, most are Examples YES to a large are separate or in text/same made distinc degree; word, in bold face. style print; EXAMPLE is all from text few are separate caps or exhibits is bordered by bold face lines. Approved For Release 2009/04/10: CIA-RDP74-00005R000200160006-9

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STATINTL	TITLE & AUTHOR & DATE	HB , 1/68	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
joren	Forms of Address	25X1 NO	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
					The product of the same of the
##S	Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
	TS Correspond.	YES, plus exhibit. Part III	YES, the no particular part is devoted to it; sewurity is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
-	DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus references to D/L's preferences
	Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
	Letters kept separat from memos	Yes, separate "Parts" on each/not merge	on letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
e de la constante de la consta	mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the same for both & their Services Division prepares required envelopes for bo	handled centrally thru D C&R	not in noted examined
	Terms used: "DGI" and "memoranda"	No, terms used were "Director & "memorandums	, and memorandum	YES on DCI and YES on memo/de in some cases, but generally memorandum.	YES to both DCI and memoranda terms
*	Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, figures 13,16, 17 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
	Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R appunently handles most of their materials	not in notes examined
ermane, g	Examples made distinct from text	Examples are to be done in 4 point, Sans Serif type plus separate exhibits	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.
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